


Office Order No. 313/IT-1193

Dated 11/06/2020

PSTCL has decided to on-board the eOffice portal for upkeep & movement of files. For this purpose following duties are to be performed by various offices.

1. Nodal officer for e-Office implementation in PSTCL shall be SE / IT, PSTCL, Patiala who shall interact with Directorate of Governance Reforms & Public Grievances, Punjab (DGR, Pb.) for on-Boarding the eOffice portal as is being offered by that office.
2. Sr.XEN/ IT-2 & Sr.XEN/ Personnel shall be Admin users to start with/ during commissioning phase of eOffice in PSTCL. Admins shall make the PSTCL employees as users of the system by configuring with authenticated data provided by Personnel sanction under HR & Admin.
3. Authenticated user data shall be provided by Personnel Section under SE/ HR & Admin. for initial implementation and SE/ IT office shall coordinate with DGR, Pb. to configure the same.
4. Further modifications as may be required in respect of count of users or any change in user particulars due to promotions, transfers, retirements, etc. shall be done by Personnel Section under HR & Admin. e.g.
  - a. Creation/ destruction of user accounts/ emails as and when new incumbent is posted/ joins/ retires, etc. in the PSTCL.
  - b. Map the reference data in the eOffice system, e.g. Org. designation, post & Employee Master Data (EMD) of user, etc.
  - c. Sanctioning of Post & necessary assignments to same may be due to restructuring.
  - d. Performing transfer of users of PSTCL.
  - e. And other related issues, etc.
5. Payment shall be passed by Dy. Secy./ General after getting the number of users verified by Personnel Section under HR & Admin. Payment shall be made by AO/ Cash, PSTCL, Patiala.

This office order is being issued with the approval of competent authority in PSTCL.


  
Superintending Engineer/ IT,  
PSTCL, Patiala

Endst. No. 280-288/IT-1193

Dated 11/06/2020

Copy of above is forwarded to the following for information and necessary action please:-

1. Sr.PS to Dir F&C, PSTCL, Patiala
2. Chief Engineer/HIS&D, PSTCL, Patiala
3. Chief Financial Officer. PSTCL, Patiala.
4. SE HR& Admin, PSTCL, Patiala
5. SE/S&D, PSTCL, Patiala
6. Dy. Secy./ General, PSTCL, Patiala
7. Sr. XEN/ Personnel, PSTCL, Patiala
8. Sr. XEN/ IT-2, PSTCL, Patiala
9. AO/ Cash, PSTCL, Patiala.

  
Superintending Engineer/ IT,  
PSTCL, Patiala